

July 20, 2020

Dear Sir/Madam,

**Re: Private Companions**

We understand that you are the employer of a private companion in the Terraces, the Apotex, Jewish Home for the Aged, or Baycrest Hospital. Baycrest has determined that private companions are classified as an essential third party contractor and they continue to be permitted to provide services on the Baycrest campus.

We are seeking your assistance as we continue to do everything possible to limit the introduction or transmission of COVID-19 on our campus.

We are requiring that all private companions who support Baycrest patients and residents be tested for COVID-19. We expect all private companions to submit documentation showing the results of their COVID-19 test **by midnight Friday July 31, 2020** to the secure Baycrest email address [privatecompanions@baycrest.org](mailto:privatecompanions@baycrest.org). If a private companion does not get tested, or they test COVID-19 positive, they will be denied entry to Baycrest. A testing centre can be found by going to <https://covid-19.ontario.ca/assessment-centre-locations/>. Furthermore, private companions in the Apotex, Jewish Home for the Aged and the Terraces will be required to be tested for COVID-19 twice per month and submit the results to the secure email address above.

As such, we urge you to restrict the services of your private companion on the Baycrest campus as much as possible. Moreover, private companions should not be providing services to residents across multiple long-term care homes or retirement homes.

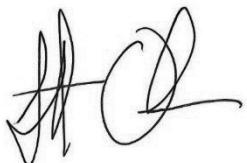
As you are likely aware, Baycrest conducts active screening on all staff and visitors to the campus. Screening measures consist of temperature checks as well as screening questions. A current list of the questions is attached.

We are asking employers to please confirm by signing below, that you assume responsibility for ensuring compliance from the private companion you employ with our active screening measures and that you will talk with your employee about the matters raised in this letter.

If we do not receive a signed copy of the attached letter of attestation **by midnight Friday, July 31, 2020**, your employee will be denied entry to Baycrest.

These measures are being put in place for the safety of everyone at Baycrest. Thank you for your assistance and understanding as we manage through these challenging times. If you have any questions, please do not hesitate to call **Anna Ballon at 416 785 2500 ext. 2388**

Yours truly,

A handwritten signature in black ink, appearing to read "SO".

**Scott Ovenden**  
Executive Vice President,  
Clinical Programs

## Letter of Attestation

I confirm that I will talk to the private companion in my employ about the active screening measures at Baycrest, explain to him/her the importance of these measures, and take responsibility for ensuring his or her compliance with these measures. I also confirm that I will talk to the private companion in my employ about the COVID-19 testing requirement and other measures raised in this letter. I understand and acknowledge that if the private companion does not complete his/her COVID-19 test by Friday, July 31, 2020, or if the private companion does not pass the active screening measures in place, he/she will be denied access to Baycrest. I also understand that if the private companion works in the Terraces or Apotex, COVID-19 testing will be required twice a month.

I understand that Baycrest will keep a list with the name of the private companion in my employ, the results of his/her COVID-19 test(s) and the date(s) of the test. I further understand that if the private companion tests positive for COVID-19, they will not be allowed to return to the Baycrest campus for a minimum of 14 calendar days from the date of identification. Following 14 days of self-isolation they will need to get tested and have 2 negative swabs obtained 24 hours apart to be deemed COVID-19 free. Proof of negative results will be required prior to the private companion I employ being allowed back on the Baycrest campus. Please arrange for your private companion to sign below, confirming their consent to disclosure of the COVID-19 test results.

I, \_\_\_\_\_

Private Companion's Name and Signature

give permission to Baycrest to share the results of my COVID-19 test(s) with my employer.

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Private Companion's Name

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Employer's Name

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Employer's Signature

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Date

Please return this signed confirmation by email to [privatecompanions@baycrest.org](mailto:privatecompanions@baycrest.org)

## **Screening Questions**

1. Do you have any of the following new or worsening symptoms or signs?
  - New or worsening cough
  - Shortness of breath
  - Sore throat
  - Runny nose, sneezing or nasal congestion (in absence of underlying reasons for symptoms such as seasonal allergies and post nasal drip)
  - Hoarse voice
  - Difficulty swallowing
  - New smell or taste disorder(s)
  - Nausea/vomiting, diarrhea, abdominal pain
  - Unexplained fatigue/malaise
  - Chills
  - Headache
2. Have you travelled outside of Canada or had close contact with anyone that has travelled outside of Canada in the past 14 days?
3. Do you have a fever?
4. Have you had close contact with anyone with respiratory illness or a confirmed or probable case of COVID-19?